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Governor
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Office of State Training and Development

4 State House Station
Augusta, Maine 04333
Telephone: (207) 624-7764 Fax: (207) 287-4414
www.maine.gov



Don A. Wills
Bureau Director
Elaine Trubee
Office Director

Please print clearly

Training Application Form

Title of Program: _____

First Choice Date: _____ Second Choice Date: _____

Program Location _____ Cost _____

How did you hear about this program? Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> OST&D Catalog | <input type="checkbox"/> Personnel Officer |
| <input type="checkbox"/> Our website | <input type="checkbox"/> A co-worker |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Other (please specify) |

Last Name _____ First Name _____

Position Title _____ SS# _____

Dept. /Agency _____ Bureau/Division _____

Work site Mailing Address _____ Work Phone _____

Billing Address _____ Home Phone _____

E-Mail Address (if not on State system) _____

Immediate Supervisor _____

Supervisor's Mailing Address _____ Work Phone _____

Please describe learning objectives: _____

If You Are A Supervisor...

How long have you supervised in Maine State Government? _____

Number of People Supervised? _____

I have carefully read both the description of the program for which I am applying and the State Training and Development Registration/Cancellation Policy:

Registrant's Signature _____ **Today's Date** _____

Supervisor's Signature _____ **Today's Date** _____

Please Return to: **State Training and Development Office**
#4 State House Station, Augusta, Maine 04333-0004
Telephone: 207-624-7764 FAX: 287-4414 TTY: 207-287-4537

Applications must be received at least 3 weeks prior to the program date, unless otherwise indicated. Agencies will be charged for no-shows and late cancellations, unless they have arranged with us for a substitution. (See Cancellation Policy on reverse side.) You and your supervisor can arrange for a substitute from within your agency by calling us and giving us the new registrant's name.

Please reproduce this form as needed for submission.

[Applicants must be employees of Maine State Government.]

Cancellation Policy

Since the Office of State Training and Organizational Development is required to generate its own operating revenue, we have developed the following cancellation policy, which we believe is fair to the Office and fair to you, our customers. These schedules are based upon the estimated time needed for us to fill a canceled slot with another participant.

Accordingly, the following cancellation charges must be levied in order to maintain the operation of State Training. These charges apply regardless of whether the participant reschedules for another time.

Number of Calendar Days between our receipt of your cancellation and the class	Percentage of Course Fee to be Paid
14 calendar days or more	0% due
Within 13 to 8 calendar days	50% due
Within 7 to 0 calendar days	100% due

Replacements - Please note that if YOU find a substitute participant to fill your canceled slot, then no cancellation charge will levied; the substitute must fulfill any prerequisites for the course in question. Also, if we have a waiting list for the class with which we can fill a cancellation, then no charge will be levied to the original slot-holder.

If **we** cancel a scheduled course...

- ...for lack of adequate enrollment – we will e-mail cancellation notices of the class at least five calendar days prior to the class and post a notice on that course's page on our website. No charges, of course, will apply. Participants will be rescheduled to the next available class. If that date is not convenient for the participant, no charge will apply.
- ...due to instructor illness or other unforeseen events – we will e-mail cancellation notices as quickly as we learn about the unforeseen event, post a notice on the training room itself, and will post a notice on the course description on our website. Participants will be rescheduled to the next available class. If that date is not convenient for the participant, no charge will apply.
- ...due to closing of state offices – no charge will apply and we will be in touch with you about re-scheduling.

For more information or questions please call 624-7764